


Pub-8-1


FBIS 1552-88
23 November 1988

MEMORANDUM FOR: Chief, Administrative Division, OTE

FROM:

[Redacted]

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Chief, Administrative Staff, FBIS

SUBJECT:

OTE Support to FBIS Conference

1. I would like to express FBIS' appreciation for OTE's excellent support to our Operations Group conference held [Redacted] 2-4 November. In addition to the assistance and advice from all of your Administrative Division personnel, we wish to express a special vote of thanks for the outstanding support provided by the staff [Redacted] prior to and during the conference. Specifically:

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a. [Redacted] Resource Management Branch was exceptionally patient and helpful. Her effective coordination of the complex logistical details contributed significantly to the success of the conference.

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b. Food Service Manager [Redacted] did an excellent job. The special meals provided [Redacted] were much appreciated. The participants, including DDS&T Evan Hineman, were particularly impressed with the dinner provided on the evening of 3 November.

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c. [Redacted] personnel were consistently helpful and accommodating. [Redacted] the primary conference facility, was ideal for our purpose. It was clean, well supplied and maintained, and efficiently operated.

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d. OTE Logistics Officer [Redacted] was very helpful and deserves special recognition for his efforts in coordinating the special flights for the participants and guest speakers. The departure and return via Dulles vice National Airport was particularly appreciated.

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2. In conclusion, we feel the support provided by OTE [Redacted] to the FBIS Operations Group conference was exemplary and contributed significantly to its success. We look forward to working with you on similar activities in the future.

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